



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



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SEP 6 2018

Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations JANINE VELASCO

Subject: Rescission of Policy to Reimburse Service Telework Employees for Residential Broadband Costs

Digitally signed by JANINE
VELASCO
Date: 2018.09.06 08:56:23 -04'00'

The purpose of this memorandum is to remind U.S. Fish and Wildlife Service (Service) employees that the Service does not reimburse residential broadband costs. The U.S. Department of the Interior (Department) Telework Handbook ([370 DM 226](#)) Paragraph 10.2.3 states that additional expenses may not be reimbursed such as internet provider and telecommunication costs for home-based telework. The Service memorandum authorizing these payments, dated December 15, 2008, has been archived and we ask that it be removed from any local, Regional or Programmatic sites.

Please distribute to all appropriate managers within your Region/Program. If you have questions regarding reimbursement policy, please contact Michael Sciortino, Chief, Division of Financial Management, at (703) 358-2054 or Michael_Sciortino@fws.gov. If you have questions regarding the Service's telework policy, please contact your Regional telework coordinator or Irene Guertin, Division of Human Resources at (703)358-2072, or Irene_Guertin@fws.gov.